



**JOINT OPERATING COMMITTEE MEETING**

December 13, 2023

6:30 P.M.

**DIRECTOR'S REPORT**

ITEM 1: Recommend employment of the following individual: Resume attached

Name: Monica Mason  
Position: Communications Coordinator  
Contract: Support Staff  
Effective Date: December 4, 2023  
Status: Full-time, 261 days per year  
Salary: \$53,000.00

ITEM 2: Recommend adoption of the following policies: (Attachment #1)

Policy #901 Public Relations Objectives  
Policy #902 Public Relations  
Policy #904 Public Attendance at School Events

ITEM 3: Recommend approval of Montgomery County Intermediate Unit Service Agreement for network and systems service, for \$2,100.00 over the course of 12 months. (Attachment #2)

ITEM 4: Recommend approval of Montgomery County Intermediate Unit Business Administration Service Agreement, at \$115/hour, within the time frame of March 1, 2024, to June 30, 2024. (Attachment #3)

ITEM 5: Recommend approval of Auto Technology and Collision Repair students participating on a Career Shadow experience at Justin's Garage, in Norristown, on December 5 and December 12, at no cost. (Attachment #4)

ITEM 6: Recommend approval of students competing at SkillsUSA District 2. (Attachment #5)

January 24, 2024: Western Montco CTC  
January 30, 2024: North Montco CTC  
January 30 & 31, 2024: Williamson College  
February 6 & 7, 2024: Western Montco CTC – Bus Required  
Transportation Cost: \$760.00  
Registration Fees: \$1,045.00

DR. ANGELA KING  
EXECUTIVE DIRECTOR

Book	Policy Manual
Section	900 Community
Title	Public Relations Objectives
Code	901 - NEW
Status	Adoption

### **Purpose**

The purpose of the community relations program is to establish and maintain communication that informs the public and involves them in the educational goals and programs of the school.

### **Authority**

To achieve this purpose, the Joint Operating Committee shall provide students, parents/guardians and other residents opportunities to receive information and orientation regarding the school and the vocational programs. The Joint Operating Committee will utilize all appropriate means and media to achieve its public relations objectives.

### **Guidelines**

The objectives of the school's public relations program shall be to:

1. Explain the programs, achievements and needs of the school.
2. Determine what students, residents, business, and industry expect from the school and what they want to know about the school's programs and operations.
3. Keep students, parents/guardians and staff members fully informed about relevant Joint Operating Committee policies and procedures and their own responsibilities and rights.
4. Communicate factual information to avoid rumors and communication crises.
5. Involve students, parents/guardians and the community in discussions regarding education programs, student activities and Joint Operating Committee policy.
6. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation. [1][2][3]
7. Recognize students and their achievements.

### **Delegation of Responsibility**

It shall be the responsibility of all staff to:

1. Acquaint parents/guardians and residents with the educational achievements of the school, students and staff.
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.

Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904
Status	Adoption

### **Purpose**

**The Joint Operating Committee welcomes the public at activities and events sponsored by the school, but the Joint Operating Committee also acknowledges its duty to maintain order and preserve school facilities and health and safety during such events.** This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at the school and school-sponsored activities.

### **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the school to maintain a drug-free environment, at which marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

### **Authority**



**The Joint Operating Committee** has the authority to **prohibit at a school event the attendance of any individual whose conduct may constitute a disruption.** The Administrative Director or designee and building administrator may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Joint Operating Committee-approved health and safety plans and guidance from state and local officials.

**The Joint Operating Committee prohibits gambling and the possession and use of controlled substances** prohibited by state or federal law, **alcoholic beverages and weapons on school premises.**[5][6]

Attendees shall be informed of the school's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Joint Operating Committee policy, school procedures, the Joint Operating Committee-approved health and safety plans and guidance from state and local officials.[7]

### Tobacco and Vaping Products

**The Joint Operating Committee prohibits use of tobacco** and vaping products, including the product marketed as Juul and other e-cigarettes, **by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school;** or on property owned, leased or controlled by the school.[2][8]

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at the school or school-sponsored activities.

The Joint Operating Committee deems it to be a violation of this policy for an individual in attendance at the school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.[1]

### Delegation of Responsibility

**A schedule of fees for attendance at school events shall be prepared by the Administrative Director or designee and adopted by the Joint Operating Committee.**

The Administrative Director shall ensure that this policy is posted on the school's publicly accessible website.

### Reports

#### *Office for Safe Schools Report –*

**The Administrative Director shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco** and vaping products, including Juuls and other e-cigarettes, **by any person on school property to the Office for Safe Schools on the required form.**[9][10]

#### *Law Enforcement Incident Report –*

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies, the Administrative Director or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school; or on any property owned, leased or controlled by the school.[1][2][9][10][11][12][13]

### Guidelines



## **Service Animals**

**Individuals with disabilities may be accompanied by their service animals while on school property for events that are open to the general public in accordance with Joint Operating Committee policy and state and federal laws and regulations.**[\[14\]](#)[\[15\]](#)[\[16\]](#)

### Legal

- [1. 18 Pa. C.S.A. 6305](#)
- [2. 18 Pa. C.S.A. 6306.1](#)
- [3. 20 U.S.C. 7118](#)
4. Pol. 351
- [5. 24 P.S. 1850.1](#)
- [6. 24 P.S. 775](#)
7. Pol. 705
- [8. 20 U.S.C. 7973](#)
- [9. 24 P.S. 1303-A](#)
10. Pol. 805.1
- [11. 22 PA Code 10.2](#)
- [12. 22 PA Code 10.22](#)
- [13. 24 P.S. 1302.1-A](#)
- [14. 28 CFR 35.136](#)
- [15. 43 P.S. 953](#)
16. Pol. 718
- [20 U.S.C. 7971 et seq](#)
- [28 CFR Part 35](#)

904-Attach.doc (40 KB)



### MCIU SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made as of November 16, 2023, by and between **MONTGOMERY COUNTY INTERMEDIATE UNIT**, a Pennsylvania intermediate unit, with its principal place of business at 2 West Lafayette Street, Norristown, Pennsylvania 19401 ("MCIU") and **CENTRAL MONTCO TECHNICAL HIGH SCHOOL**, a Pennsylvania public school district, with its principal place of business 821 Plymouth Road, Plymouth Meeting, PA 19462 ("Client").

#### BACKGROUND

MCIU, as a regional service agency, provides temporary workers and technology services to school districts in Montgomery County for various needs. Client has requested MCIU to provide technology services to school based upon the terms and conditions set forth in this Agreement.

This agreement will allow the MCIU to provide the following to Client:

Description	Rate
<p><u>Networking / System Administration Services</u>            Onsite / Remote network support (In collaboration with CMTHS staff) including but not limited to:</p> <ul style="list-style-type: none"> <li>• Design, develop, troubleshoot, monitor, and maintain infrastructure and server technology including but not limited to:               <ul style="list-style-type: none"> <li>○ Servers (virtual and physical), SANs, and appliances.</li> <li>○ Present and future client/server operating systems</li> <li>○ Directory Services, LDAP, and Active Directory.</li> <li>○ Backup and disaster recovery.</li> <li>○ Monitoring and troubleshooting tools, antivirus remediation, security best practices.</li> </ul> </li> </ul>	<p>20-hour Support Block            – Valid for 12-months of support –              \$2,100.00</p>

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties intending to be legally bound hereby agree as follows:

1. Rate. MCIU shall bill the client **\$2,100.00** for this service.
2. Term. The term of this Agreement shall be valid **November 16, 2023 until June 30, 2024.**
3. Independent Contractor. MCIU understands that in performing this Agreement, MCIU is acting in the capacity of an independent contractor, and the MCIU shall not be an agent, servant, partner, nor employee of the School. School hereby indemnifies and holds the MCIU, its agents, servants, employees, board members





# MCIU

## MONTGOMERY COUNTY INTERMEDIATE UNIT 23

and assigns, harmless from any and all claims, assessments, or liabilities associated with any investigation, litigation or administrative action relating to the School's technology department or the School's utilization of certain software or hardware on its computers.

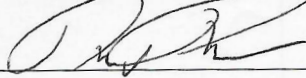
4. Severability. If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect and the invalid provision shall be given the greatest degree of force and effectiveness possible, given the intent of the parties.

5. Consents. MCIU and School acknowledge and agree that all necessary approvals and consents have been obtained in connection with the execution of this Agreement and that each party signing this Agreement on behalf of the School and the MCIU has the full and complete authority to do so.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement on the day and year first above written.

**Central Montco Technical High School**

**Montgomery County Intermediate Unit**

  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Signature

Thomas Thompson  
\_\_\_\_\_

Sandra Edling, Chief Financial Officer  
Printed Name

Printed Name

11/30/2023  
\_\_\_\_\_

\_\_\_\_\_  
Date

Date



**BUSINESS ADMINISTRATION SERVICES AGREEMENT**

This Agreement (“Agreement”) is made as of this 30th day of October of 2023 by and between Montgomery County Intermediate Unit No. 23, a Pennsylvania intermediate unit, with its principal place of business at 2 West Lafayette Street, Norristown, Pennsylvania 19401 (“MCIU”) and the Central Montco Technical High School, with its principal place of business at 821 Plymouth Road, Plymouth Meeting, PA 19462 (“School”).

**BACKGROUND**

MCIU, as a regional educational service agency, provides support to school entities in Montgomery County for various needs. The School has requested MCIU to provide interim business administration services to the School based upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties intending to be legally bound hereby agree as follows:

1. Provision of Business Administration Services. MCIU shall furnish a worker (“Worker”) to the School to provide as needed business administration support services.

The MCIU agrees to provide support services to assist the School in the responsible implementation of business administration support services, as requested by the School. These services may include business administration support for, but not be limited to the following areas:

- Annual Audit
- Annual Budget
- Annual Financial Report (AFR)
- Cash Management
- Debt Service & Capital Projects
- Financial Accounting Software Program
- Financial Reports
- Fixed Asset Reporting
- Grant Reporting
- Insurance Program Management



- PA Department of Education Communication
- Payroll Processing
- Purchasing Support
- Representation at Meetings
- Supervision of Current Business Office Staff
- Tax Assessment Appeal Process

The MCIU will require the following:

- Access to relevant buildings
- Authority to assign reasonable and relevant tasks to business office members
- Ability to conduct meetings with necessary program staff and administrators
- Access to financial accounting software
- Access to bank and investment accounts
- A physical location to work while on-site

2. Rate. MCIU shall bill the School for the Worker provided to the School pursuant hereto, an hourly amount of **\$115/hour** for the work to be performed under this contract beginning on or about March 1, 2024 and ending no later than June 30, 2024. The ending date will be adjusted based on the return of the Business Administrator from her leave of absence. The hourly rate will be pro-rated for actual work completed.

3. Term. The term of this Agreement shall be valid **March 1, 2024 to June 30, 2024**, subject, however, to the right of either party to terminate this Agreement upon thirty (30) days' written notice to the other party.

4. Independent Contractor. MCIU understands that in performing this Agreement, MCIU is acting in the capacity of an independent contractor, and the MCIU shall not be an agent, servant, partner, nor employee of the School. The School hereby indemnifies and holds the MCIU, its agents, servants, employees, board members and assigns, harmless from any and all claims, assessments, or liabilities associated with any investigation, litigation or administrative action relating to the School's utilization of the MCIU's services covered by this Agreement. The MCIU hereby indemnifies and holds School, its agents, employees, board members, and assigns harmless from any and all claims, assessments, or liabilities associated with the MCIU Worker's willful misconduct and/or negligence relating to Schools' utilization of the MCIU's services covered by this Agreement.

5. Insurance. The MCIU and School will both carry appropriate insurance coverages throughout the entire term of the performed services. The School will add the MCIU Single Point of Contact as an additional insured on the School liability policy.

6. Force Majeure. The MCIU shall not be deemed in breach of this Agreement if the MCIU is unable to complete the services or any portion thereof by reason of pandemic, epidemic, fire, earthquake, labor dispute, act of God or public enemy, death, illness, or incapacity of the principal employee assigned by the MCIU to handle this service or any local, state, federal, national, or international law, governmental order, or regulation or any other event beyond the MCIU's control (collectively, "Force Majeure Event"). Upon occurrence any Force Majeure Event,



the MCIU shall give notice to the School of its ability to perform or of delay in completing the services and shall propose revisions to the schedule for completion of the services.

7. Severability. If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect and the invalid provision shall be given the greatest degree of force and effectiveness possible, given the intent of the parties.

8. Consents. MCIU and School acknowledge and agree that all necessary approvals and consents have been obtained in connection with the execution of this Agreement and Proposal and that each party signing this Agreement on behalf of the School and the MCIU has the full and complete authority to do so.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement on the day and year first above written.

MCIU: Montgomery County Intermediate Unit #23

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dr. Regina Speaker

Title: \_\_\_\_\_

Executive Director

District: Central Montco Technical High School

Attest: Jessica Tifus

By: Angela King

Name: Jessica Tifus

Name: Angela King

Title: Executive Assistant

Title: Executive Director



Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12.1.23 Date of Trip: 12.5.23 Instructor making request: M. Hoult

Destination: Justin's Garage and Collision Repair Center

Destination address: Felton Road, Norristown, PA

Destination Telephone # and Contact Person: Justin Morasco, 610-574-8745

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 10-14

Jonathan Angelilli  Yes  No Session:  A.M.  P.M.  Both

Amy DeLellis  Yes  No

\_\_\_\_\_  Yes  No Leave 9:45am Return 1:00pm

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Students from the Automotive program were selected by their instructors.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

Students have the opportunity to explore a local partner and their facility for possible Internship opportunities.

Source of Funding:

Budgeted General Funds \$

Youth Club Fund Raising \$

\_\_\_\_\_ Grant \$

Individual Class Account \$

Michael E Hoult  
 Instructor's Signature

ALL  
 Supervisor's Signature

[Signature]  
 Director's Signature

\_\_\_\_\_  
 J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_





Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12-12-23 Date of Trip: 1-24-24 Instructor making request: C. Kriebel

Destination: Western Montco CTC

Destination address: 77 Gratersford Road, Royersford, PA 19468

Destination Telephone # and Contact Person: NA

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

Colleen Kriebel  Yes  No

Session:  A.M.  P.M.  Both

\_\_\_\_\_  Yes  No

Leave  Return

\_\_\_\_\_  Yes  No

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Through local SkillsUSA competitions with program.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA District Competitons

Source of Funding:

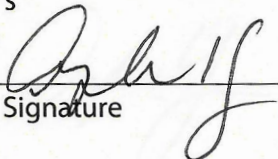
Budgeted General Funds \$


Youth Club Fund Raising \$

\_\_\_\_\_ Grant \$

Individual Class Account \$

Colleen Kriebel

Instructor's Signature 

Supervisor's Signature 

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:



FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. All Field Trips require J.O.C. approval. Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12-12-23 Date of Trip: 1-30-24 Instructor making request: C. Kriebel

Destination: North Montco CTC

Destination address: NMCTC, 1265 Sumneytown Pike, Landsdale, PA 19446

Destination Telephone # and Contact Person: NA

Names of Chaperones: Substitute Needed? No. students participating: NA

Alissa Messina [X] Yes [ ] No Session: [ ] A.M. [ ] P.M. [X] Both

[ ] Yes [ ] No

[ ] Yes [X] No Leave 7:30 am Return 2:30 pm

Transportation: [X] School Van [ ] School Bus [ ] Chartered Bus [ ] Airline

Describe how students are selected for participation:

Through local SkillsUSA competitions with program.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA District Competitons

Source of Funding:

Budgeted General Funds \$ [ ]

Youth Club Fund Raising \$ [ ]

Grant \$ [ ]

Individual Class Account \$ [ ]

Alissa Messina Instructor's Signature [Signature]

[Signature] Supervisor's Signature

Director's Signature [Signature]

J.O.C. Approval Date

Permission Slips Given to Instructor: Date: [ ] Date Returned: [ ]

Bus: [ ] Date Ordered: [ ]

Contact Person: [ ] Cost: [ ]



Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12-12-23 Date of Trip: 1-30&1-31-24 Instructor making request: C. Kriebel

Destination: Williamson College of Trades

Destination address: 106 S. New Middletown Road, Media, PA 19063

Destination Telephone # and Contact Person: NA

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: NA

Jerry Mackereth (day 1)  Yes  No

Session:  A.M.  P.M.  Both

Dave Ayres (day 2)  Yes  No

Leave 7:30 am Return 2:30 pm

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Through local SkillsUSA competitions with program.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA District Competitons

Source of Funding:

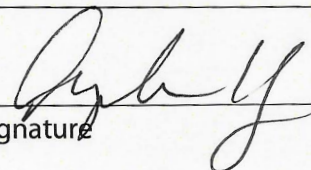
Budgeted General Funds \$

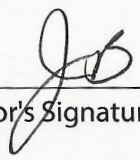
Youth Club Fund Raising \$

Grant \$

Individual Class Account \$

Jerry Mackereth (day 1) & Dave Ayres (day 2)

Instructor's Signature 

Supervisor's Signature 

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12-12-23 Date of Trip: 2-6-24 Instructor making request: C. Kriebel

Destination: Western Montco CTC \*Snow Date: 2-8-24

Destination address: 77 Gratersford Road, Royersford, PA 19468

Destination Telephone # and Contact Person: NA

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: NA

Colleen Kriebel \_\_\_\_\_  Yes  No

Session:  A.M.  P.M.  Both

\_\_\_\_\_  Yes  No

Leave 7:30 am Return 2:30 pm

\_\_\_\_\_  Yes  No

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Through local SkillsUSA competitions with program.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA District Competitons

*Bus \$380.00*

Source of Funding:

Budgeted General Funds \$

Youth Club Fund Raising \$

\_\_\_\_\_ Grant \$

Individual Class Account \$

Colleen Kriebel & Gerald Damon

Instructor's Signature \_\_\_\_\_

Supervisor's Signature *JB* \_\_\_\_\_

Director's Signature \_\_\_\_\_

J.O.C. Approval Date \_\_\_\_\_

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:



Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**  
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12-12-23 Date of Trip: 2-7-24 Instructor making request: C. Kriebel

Destination: Western Montco CTC \*Snow Date: 2-9-24

Destination address: 77 Gratersford Road, Royersford, PA 19468

Destination Telephone # and Contact Person: NA

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

Colleen Kriebel  Yes  No

Session:  A.M.  P.M.  Both

Gerald Damon  Yes  No

Leave  Return

\_\_\_\_\_  
 Yes  No

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Through local SkillsUSA competitions with program.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA District Competitons

*Bus \$380.00*

Source of Funding:

Budgeted General Funds \$

Youth Club Fund Raising \$

Grant \$

Individual Class Account \$

Colleen Kriebel & Gerald Damon

Instructor's Signature *[Signature]*

Supervisor's Signature *[Signature]*

Director's Signature \_\_\_\_\_

J.O.C. Approval Date \_\_\_\_\_

Permission Slips Given to Instructor: \_\_\_\_\_ Date:

Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:

# MONICA MASON

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## SKILLS

- Microsoft Office
- Problem Solving
- Management
- Flexibility
- Communicating
- Canva
- Marketing/Advertising
- Customer Service
- Sales
- Adaptable
- Mad Mimi
- POS Systems (Field Stack)
- Team Collaboration
- Event Planning

## WORK EXPERIENCE

**Hollywood Feed – Oklahoma City**

**June 2018 – July 2023**

*Assistant Manager*

*September 2021-July 2023*

- Assist the Store Manager in overseeing all aspects of store operations, including sales, customer service, inventory management, and team leadership.
- Lead and mentor a team of dedicated store associates, providing guidance, training, and feedback to optimize performance and foster a positive work environment.
- Implement sales strategies to meet and exceed revenue targets, consistently driving store profitability and growth.
- Ensure excellent customer service by greeting and assisting customers, offering expert advice on pet care products, and resolving any inquiries or issues in a timely and satisfactory manner.
- Manage inventory levels, conduct regular stock counts, and process incoming shipments to ensure product availability and minimize stockouts.
- Collaborate with the Store Manager on visual merchandising changes, product displays, and store layouts to enhance the overall shopping experience.
- Enforce compliance with company policies, procedures, and safety guidelines, maintaining a safe and welcoming environment for customers and staff.
- Assist in organizing and executing in-store events and promotional activities to increase customer engagement and brand visibility.
- Host monthly meetings with other associates to discuss and hot topics, concerns, and goals of the store.
- Consistently Meeting daily sales goals.
- Create posts for social media to engage with our customer base and grow it.
- Our store had the highest numbers out of the entire State for new account setups.

*Sales Associate*

- Provide excellent customer service by warmly greeting and assisting customers with their pet care needs, inquiries, and product recommendations.
- Demonstrate expert knowledge of pet products, nutrition, and care to effectively guide customers in making informed purchasing decisions.



- Utilize upselling and cross-selling techniques to maximize sales and enhance the overall shopping experience for customers.
- Maintain a clean and organized store environment, ensuring product displays are visually appealing and fully stocked at all times.
- Process customer transactions accurately and efficiently using the point-of-sale (POS) system.
- Participate in ongoing training programs to stay updated on new products and industry trends.
- Collaborate with team members to achieve daily and monthly sales targets and contribute to the store's overall success.
- Handle customer inquiries, concerns, and returns in a professional and courteous manner, striving for customer satisfaction.
- Assist in receiving and processing merchandise shipments, checking for accuracy, and restocking the sales floor.

**ANTHEMIC Agency/Flood Magazine/Louder Bombs Productions February 2021 – June 2021**

*Marketing Intern*

- Assisted in the planning, development, and execution of email marketing campaigns to promote FLOOD Magazine content, events, and subscription offers.
- Collaborated with the marketing team to create engaging and targeted email content that resonated with the magazine's diverse audience.
- Utilized email marketing platforms (e.g., Mad Mimi) to schedule, deploy, and track email campaigns, ensuring timely delivery and accurate reporting.
- Work Remotely.
- Used editing platforms to produce and edit graphics for the newsletter (e.g., Canva, Photoshop)

**Oklahoma City University – Oklahoma City, OK**

**August 2019 – December 2019**

*Mass Communications Intern/Executive Assistant*

- Created marketing materials with InDesign, Photoshop and Canva.
- Some of my duties were but also were not limited to Making copies, running errands, scheduling for meetings, and taking notes.
- Event Organizer
- Planned Alumni Events for the Mass Communications Department to gain insight on how to improve the program at the University.
- Catering Chose Meal Plans, Sent out invitations to alumni,
- Reached out to esteemed alumni personally and put together portfolios of each Prominent Alumni such as Chris Harrison and Armand McCoy.
- Create new content for Mass Communication Department's Social Media
- Redesigned departments Logo
- Created Instagram Posts and Facebook Posts for the department to generate more traffic to their pages and increase interest in what the Mass Communications program had to offer.

**EDUCATION**

**Oklahoma City University – Oklahoma City, OK**

**May 2020**

Bachelor of Arts: *Mass Communications Advertising*

- Student Athlete, Women's Wrestling